

TENNESSEE BUREAU OF INVESTIGATION DRUG INVESTIGATION DIVISION INTERN PROGRAM

Overview

The TBI's Volunteer Internship Program is an unpaid internship opportunity for full-time students who are interested in a criminal justice career and are pursuing an undergraduate, graduate, or post-graduate degree from an accredited college or university. The program provides an insider's view of TBI operations and gives students the chance to explore career opportunities within the Bureau.

The Volunteer Internship Program takes place at TBI headquarters in Nashville, as well as TBI field office locations whenever possible. Interns selected should have an interest in narcotic investigations and how drug crime affects society. Students selected will be assigned to the Drug Investigation Division for the semester.

The Drug Investigative Division (DID) was created in 1998 and is responsible for investigating and assisting in the prosecution of crimes involving controlled substances, narcotics, and other illegal drugs. In order to complete its mission, the division has original jurisdiction in opening cases involving illegal drugs. Special Agents assigned to the Drug Investigation Division cooperate with local, state, and federal law enforcement agencies, such as the Drug Enforcement Administration, Federal Bureau of Investigation, and Tennessee's United States Attorney's offices. This work contributes to hundreds of cases and a large number of arrests every year.

Responsibilities

TBI Interns may observe Special Agents as they conduct investigations of criminal activity related to drug offenses. They will learn to plan, coordinate, enforcement actions involving drug offenders. Interns will shadow Agents as they interrogate and interview suspects and witnesses; make arrests; confer with prosecutors in preparing cases for court; seize evidence of criminal activity. They will develop the skills to gather intelligence data; investigate allegations of illegal activity. Under close supervision, interns will learn the operating procedures and investigative techniques used by Special Agents of the TBI. Interns will learn to develop and prepare a variety of standard records and reports. They will gather information by phone, email, internet, databases or other available resources and collect, process, and disseminate sensitive law enforcement intelligence for TBI and outside agencies. Interns will participate in creating and maintaining documents, presentations and spreadsheets. They will learn to coordinate the preparation of routine records to ensure compliance with agency standards.

Preferred Qualifications

Working toward obtaining a Bachelor's, Master's, or PHD with majors related to criminal justice, criminology, law enforcement or related field and being classified/enrolled as a Junior or greater. The internship must be for academic credit. Applicant must submit to and pass: Background Investigation and Pre-employment Drug Screen

Performance Expectations

TBI Interns will be exposed to and expected to learn concepts related to TBI policies and standards. They will be expected to understand and develop records and reports related to departmental investigations and compliance with agency standards. They will be expected to develop investigative techniques and assist in routine investigations. Interns will be also be expected to have a basic understanding of the investigative process and the development of

related documents. Interns shall develop interpersonal skills necessary to interact with TBI Staff, internal and external partners in law enforcement, Court Officials, and Offenders.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.

To Apply

Please send the following documents to Kimberly.Mantlo@tn.gov with the title of this internship and location preference in the subject line

- Resume
- Most recent transcripts (2.5 GPA is required)
- 2 letters of professional recommendation
- Letter of intent